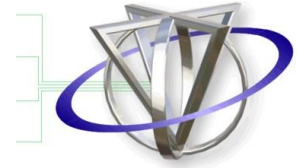


# Poster Guidelines



## **- For TJ sponsored ACTIVITY or CLUB:**

1. Posters should be **8.5 inches x 11** inches max in size.
2. Poster must include the name of **the activity, the sponsoring club, date, time and location**, if appropriate.
3. The faculty sponsor must approve the flyer by writing his/her first **initial and full last name** with the **date** on the poster before submitting it to the 8<sup>th</sup> period coordinator for approval.
4. **The poster should be approved by both the sponsor and the 8<sup>th</sup> period coordinator before copies are made in case edits are needed.**
5. If the 8<sup>th</sup> period coordinator is not available to approve the poster, any administrator may give approval.
6. **Up to 30 copies** of the poster may be displayed.
7. **Posters may be hung on the designated BULLETIN BOARDS throughout building.** *NO posters may be placed elsewhere (in stairways, within 3 feet of the ceiling, around doorways, on columns, on the walls of the commons, on windows or doors, or in violation of the fire code).*
8. **Posters may be displayed for up to two weeks.**
9. Posters for an individual club will be approved up to two times per quarter

*It is the responsibility of the sponsoring group to remove the posters within 72 hours after the event has taken place or at the end of 2 weeks.*

## **- For TJ Sponsored FUNDRAISERS or DRIVES:**

**The Director of Student Activities must approve all fundraisers or drives and any related posters.** Posters must adhere to the same criteria above.

## **- For NON-TJ Sponsored Events:**

If the poster is for a non-TJ-sponsored activity (community), it must be given to the 8<sup>th</sup> period office for approval. If approved, the poster will be placed on the community bulletin board.